

# **National Archives and Records Administration (NARA)**

## **Instructions to Download Historic Records Reports in SAVE**

**Prepared for**

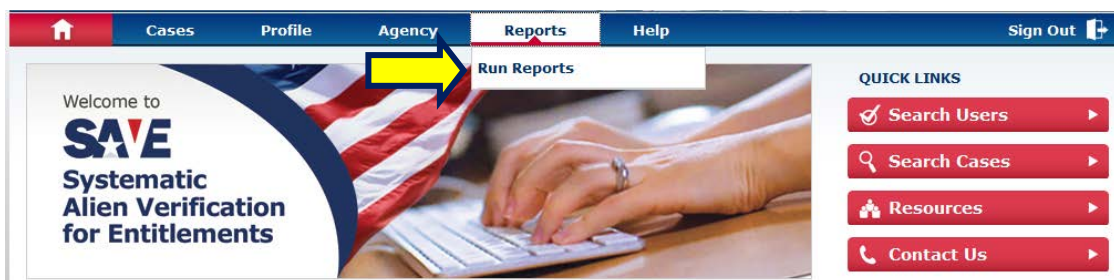


**U.S. Citizenship  
and Immigration  
Services**

**Verification Division**

## Instructions for Downloading & Exporting in SAVE

1. As a WEB-3 or VIS SSA Super User, click “Reports”, and then “Run Reports” in the top navigation menu.



The “Run Reports – Selection and Details” page displays with the “Historic Records Report” link.

**RUN REPORTS**

**SELECTION AND DETAILS**

Select a report type.

- ☐ Agency Ad Hoc Report - Standard
- ☒ Historic Records Report
- ☐ Month End Agency Transactions by Benefit Report
- ☐ Month End Agency Transactions by User Summary Report
- ☐ SAVE Billing Transaction Report
- ☐ Web Agency Audit Report

NOTE: The “Historic Records Report” link will only be available to Super Users and displayed when the current date falls within the range of October 1 through December 31.

2. In the report selection list, select “Historic Records Report”. Additional information describing the SAVE Historic Records Report displays.

**RUN REPORTS**

**SELECTION AND DETAILS**

Select a report type.

- ☐ Agency Ad Hoc Report - Standard
- ☒ Historic Records Report
- ☐ Month End Agency Transactions by Benefit Report
- ☐ Month End Agency Transactions by User Summary Report
- ☐ SAVE Billing Transaction Report
- ☐ Web Agency Audit Report

**Report: Historic Records Report**

The Historic Records Report provides case data about each case that is over 10 years old from the date of the last transaction as of December 31st of this year based on the National Archives and Records Administration Retention and Disposal schedule, N1-566-08-7. The case data includes basic SAVE case verification information. This report will ONLY BE AVAILABLE from October 1st through December 31st. After December 31st, the records will be deleted from SAVE and any case information will no longer be available. Use of information contained in this report is governed by the same terms and conditions as those found in your agency's memorandum of agreement or other SAVE access agreement. If you require further information about your agency's access agreement, please contact your supervisor or contact the SAVE Program at SAVE.help@uscis.dhs.gov. This year's report will include records from December 31, 2004 and earlier.

- Click “Next”. The “Run Reports – Parameters” page displays with information describing the SAVE Historic Records Report. There are no parameters available for this report.

**RUN REPORTS**

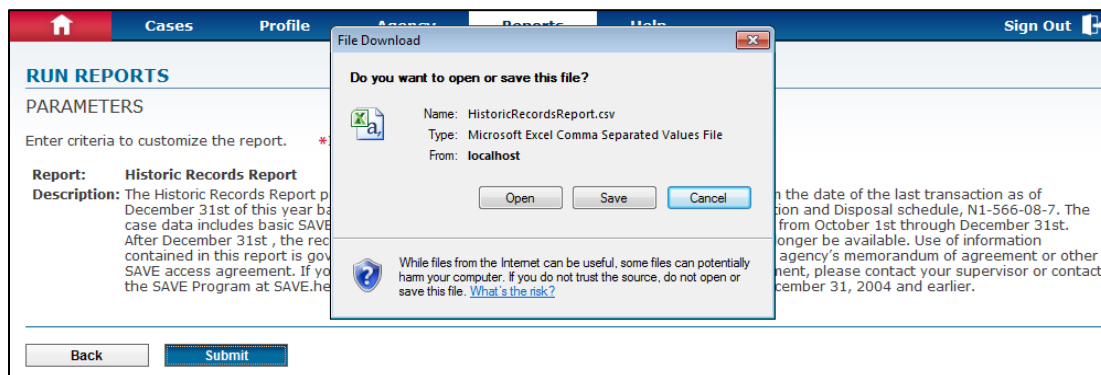
**PARAMETERS**

Enter criteria to customize the report. \*Indicates a required field.

**Report:** Historic Records Report

**Description:** The Historic Records Report provides case data about each case that is over 10 years old from the date of the last transaction as of December 31st of this year based on the National Archives and Records Administration Retention and Disposal schedule, N1-566-08-7. The case data includes basic SAVE case verification information. This report will ONLY BE AVAILABLE from October 1st through December 31st. After December 31st, the records will be deleted from SAVE and any case information will no longer be available. Use of information contained in this report is governed by the same terms and conditions as those found in your agency's memorandum of agreement or other SAVE access agreement. If you require further information about your agency's access agreement, please contact your supervisor or contact the SAVE Program at SAVE.help@uscis.dhs.gov. This year's report will include records from December 31, 2004 and earlier.

- Click “Submit”. If Excel is available, the “File Download” window displays.



**NOTE:** If Excel is not available, an application will need to be selected to display CSV file data (e.g., Notepad, Word, etc.).

- Click “Open”. Excel launches the Historic Records Report. Only cases associated with the Agency ID of the user account display.

*The following screen shots are split into two parts due to the number of columns comprising the report.*

HistoricRecordsReport-SAVE.csv [Last saved by user] - Microsoft Excel										
W22										
	AGENCY	DEPARTMENT	GROUP	GROUP_NAM	INITIATED	CASE_VERIFICATION_	LAST_	FIRST_		
1	ID	AGENCY	ID	DEPARTMENT	ID	E	STATE	_BY	INITIATED_DATE	NUMBER
2	1234	SOME AGENCY	5678	ABCD Region 1	123	Region 1	SOME	ST	ABCD1234	1/1/2004 0:00
3	1235	SOME AGENCY	5679	ABCD Region 2	124	Region 1	SOME	ST	ABCD1235	1/2/2004 0:00
4	1236	SOME AGENCY	5680	ABCD Region 3	125	Region 1	SOME	ST	ABCD1236	1/3/2004 0:00
5	1237	SOME AGENCY	5681	ABCD Region 4	126	Region 1	SOME	ST	ABCD1237	1/4/2004 0:00
6	1238	SOME AGENCY	5682	ABCD Region 5	127	Region 1	SOME	ST	ABCD1238	1/5/2004 0:00
7	1239	SOME AGENCY	5683	ABCD Region 6	128	Region 1	SOME	ST	ABCD1239	1/6/2004 0:00
8	1240	SOME AGENCY	5684	ABCD Region 7	129	Region 1	SOME	ST	ABCD1240	1/7/2004 0:00
9	1241	SOME AGENCY	5685	ABCD Region 8	130	Region 1	SOME	ST	ABCD1241	1/8/2004 0:00
10	1242	SOME AGENCY	5686	ABCD Region 9	131	Region 1	SOME	ST	ABCD1242	1/9/2004 0:00

HistoricRecordsReport-SAVE.csv [Last saved by user] - Microsoft Excel										
W22										
	BIRTH_	ADDITIONAL_	DHS_3RD_STEP_	FINAL_	CASE_CLOSURE	CLOSURE	ACCESS_	METHOD	BENEFIT_	
1	DATE	INITIAL_RESOLUTION	RESOLUTION	RESOLUTION	STATUS	_DATE	_DESCR	_CODE	NAME	HLQ
2		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/1/2004 0:00		WEB-1	ABCD	WXYZ
3		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/2/2004 0:00		WEB-2	ABCD	WXYZ
4		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/3/2004 0:00		WEB-3	ABCD	WXYZ
5		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/4/2004 0:00		WEB-4	ABCD	WXYZ
6		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/5/2004 0:00		WEB-5	ABCD	WXYZ
7		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/6/2004 0:00		WEB-6	ABCD	WXYZ
8		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/7/2004 0:00		WEB-7	ABCD	WXYZ
9		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/8/2004 0:00		WEB-8	ABCD	WXYZ
10		LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/9/2004 0:00		WEB-9	ABCD	WXYZ